



Citywide Program Expenditures

Citywide Program Expenditures



Mission Statement

To respond to community expectations of a financially stable, efficiently run municipal government by maintaining financial control over various general City expenses not attributable to any one specific department.

Division/Major Program Description

Accounting and Information Processing

This Program provides funding for General Fund departments' share of data processing charges for the financial accounting systems used Citywide, such as the Accounting and Management Resource Information System, the Accounts Payable System, City Automated Personnel Payroll System and online accounting reports viewing system.

Americans with Disabilities Act Paratransit Service Program

The City's Dial-A-Ride Program for low-income residents with disabilities ended on June 30, 1995. Funding for the Program has been allocated to the Metropolitan Transit Development Board in order to offer a service that complies with the Americans with Disabilities Act. This Program reflects a portion of the City's funding level requirement associated with Proposition A, TransNet Maintenance of Effort.

Animal Regulation Services

The County of San Diego, through agreement with the City of San Diego, provides animal control services to the City. This Program provides the funding for this contract.

Annual Audit

An independent certified public accounting firm is retained to conduct annual audits of the City's financial operations. As a result of these audits, the firm reports on the financial position of the various funds of the City, the propriety of accounting principles followed, compliance with applicable laws and the accountability of officers and employees. This program finances the

Citywide Program Expenditures

Division/Major Program Description (continued)

Annual Audit (continued)	audit of all City General Funds and related costs. All other Non-General Fund departments and City agencies budget for the services of the same independent auditor in their respective budgets.
Assessments to Public Property	Special Maintenance Assessment Districts have been established for lighting, open space and public improvements. This program provides for the assessments on City-owned land within each of these areas. The costs are dependent upon the number of districts, the purchase and/or sale of land within these districts and the cost and amount of maintenance performed.
Citizens' Review Board on Police Practices	The Citizens' Review Board on Police Practices reviews and evaluates serious complaints brought forward by the public against the Police Department. The Board also reviews and evaluates the administration of discipline arising from these complaints. Following review and evaluation, the Board may propose alternative action to the Police Chief and City Manager.
City Geographic Information Systems/San Diego Geographic Information Source	The San Diego Geographic Information Source (SanGIS) is a City/County Joint Powers Agreement established in June 1997 by the Mayor and City Council and the County Board of Supervisors. SanGIS was established to maintain and promote the use of a regional geographic data warehouse for the San Diego area. One of the main goals of Geographic Information Systems (GIS) in the City of San Diego is to have an enterprise-wide seamless system that allows easy access to the 200 plus layers of information the City has available. By having an increasing number of departments become part of the GIS enterprise-wide system, the City has access to more layers of information that management can use when making tactical and operational decisions.
Citywide Drug Testing	This program provides staff and related non-personnel expenses to maintain the City of San Diego's commitment to a drug-free work environment.
Citywide Elections	This program provides funding for contractual City election expenses. Election program costs include a contract with the Registrar of Voters to provide the following services: tabulating the number of registered voters in the City, verifying candidate nominating signatures and other petition signatures, establishing voter precincts, providing for polling places and voting machines, printing and mailing sample ballots, tabulating votes and producing the canvas of returns. This program also includes the costs of Election Central, inaugural expenses, election information on the Internet and publication of the City's ethics laws which include the campaign control ordinance.

Citywide Program Expenditures

Division/Major Program Description (continued)

Citywide Training	This program provides for training needs identified by the City Manager's Office for implementation Citywide. This program has been designed to enhance technical, managerial and supervisory skills and provide City employees the opportunity to focus on their professional development. Various City departments absorb many of the costs associated with training. This program provides funding for those costs not absorbed by departments.
Council Budget Liaison	This program provides funding for the provision of independent budget analysis to the Mayor and City Council, providing them a more in-depth knowledge of City departments, activities, programs and priorities, thus enabling the Mayor and City Council to better set policy and priorities for the City.
Data Processing/New Development	This program reflects the management of information services and systems. This program also includes a General Fund contribution to Information Technology and Communications for ongoing Information Technology staff and cable television program costs and funding for the City's e-Government Program. This program also contains funding for the ongoing maintenance and enhancement of the Financial Management Information System and the On-line Purchasing Information System.
Data Processing/Telephone - Legislative Services	This program provides funding for the data processing and telephone requirements of the Mayor and City Council offices.
Development Services	This Program funds the General Fund portion of the Development Services Department.
Diversity Commitment	This budget reflects the General Fund contribution for the City of San Diego's ongoing commitment to diversity in the City workforce. The program includes training by in-house and external consultants, training notebooks, supplies, facilities and other logistical materials.
Docket Services	This program ensures that Manager's Reports and Requests for Council Action are processed accurately, completely and according to established guidelines.
Emergency Medical Services (EMS) Program	This Program is the result of a City Council approved redesign of Emergency Medical Services (EMS) delivery system. It was created with the transfer of the paramedic administration function from the San Diego Fire-Rescue Department during Fiscal Year 1997. The Program is mandated through a City-County contract and is responsible for ensuring high quality emergency medical

Citywide Program Expenditures

Division/Major Program Description (continued)

Emergency Medical Services (EMS) Program (continued)	services to the residents of San Diego through clinical oversight, quality assurance and improvement, monitoring of First Responder Medic Engines and the transport provider's response times, as well as financial and operational oversight of the entire EMS system.
Emergency Medical Services (EMS) Transport Provider	This program provides the General Fund contribution to the San Diego Fire-Rescue Services EMS Revenue Fund. The EMS Revenue Fund provides the primary Advanced Life Support ambulance coverage through the San Diego Medical Services Enterprise, Limited Liability Company whose members are the City of San Diego and Rural/Metro of San Diego, Inc. The program provides ambulances on a 24-hour basis that are staffed by paramedics and emergency medical technicians. This portion of the program also manages the implementation and function of the medical dispatch staff and Computer Aided Dispatch system.
Employee Personal Property Damage Claims	This program provides funding to reimburse City employees for personal property damaged during the course of employment.
Energy Conservation Program	This Program provides funding for the General Fund's portion of the Energy Conservation and Management Division of Environmental Services Department, whose objective is to explore incentives, innovative technologies and development of a long-term strategic energy plan and education programs to encourage energy conservation by City residents, businesses, new private developments, and City facilities.
Exceptional Performance Compensation	This program provides funding for exceptional performance awards to classified and unclassified employees in the General Fund.
Fellowship Program	This Program provides an opportunity for high potential students from historically disadvantaged backgrounds to promote their academic and professional credentials through a sponsored program of graduate studies and hands-on management experience.
Health	Under State law, San Diego County is required to provide basic health services within the City of San Diego including vector control, water quality monitoring and massage technician licensing. This program provides funding for the massage technician proficiency exams performed to comply with massage establishment and massage technician licensing requirements. The Metropolitan Wasterwater Department budgets for the vector control and water quality monitoring services.

Citywide Program Expenditures

Division/Major Program Description (continued)

Human Relations Commission	This program provides staff support to an advisory board to the Mayor, City Council and City Manager. The Commission advises the Mayor, City Council and City Manager on methods of ensuring that all residents of the City have equal access to economic, political and educational opportunities; equal access to accommodations in all business establishments in the City of San Diego and equal service and protection by public agencies. The Commission collaborates with community groups, public and private agencies and law enforcement to create comprehensive and effective educational programs, which address interracial, inter-religious and intercultural understanding. It also investigates and mediates discrimination complaints of employment, housing and public accommodations.
Insurance	This program provides for payment of the annual premium for the City's fire, property and other insurance policies on City-owned buildings.
Management Compensation	This program funds the Management Benefits Plan for the Mayor and City Council.
Memberships	This program provides funding for the City's dues in various organizations including: San Diego Association of Governments (SANDAG), League of California Cities, National League of Cities, Public Technology, Inc., U.S. Conference of Mayors, and other miscellaneous memberships.
Municipal Activities	This program provides funding for administrative and municipal activity expenses of the Mayor, City Council, City Attorney and City Manager in promoting City interests.
Nuisance Abatement Fund	This program provides funding necessary for the Nuisance Abatement Fund to cover up-front costs of abatement of unsound buildings and/or boarding and securing of such structures. Up-front costs will be recovered in time through liens against the private properties involved.
Office Space/Master Lease	Within this program, the City budgets for office space requirements outside of City-owned buildings for General Fund departments.
Optimization Program Transfer	This budget reflects the General Fund contribution for costs associated with the Optimization Program. The Optimization Program serves as an internal management consultant to City departments, providing professional services in the areas of reengineering, process improvement and performance management. The program also administers the City's Annual Resident Satisfaction Survey.

Citywide Program Expenditures

Division/Major Program Description (continued)

Parking Meter Districts

This program provides funding to the Parking Meter Districts. The program distributes a portion of parking meter revenue to three designated districts, which may be used for street improvements, parking lots, parking structures, valet parking, signage, landscaping, extraordinary maintenance, and security. The designated districts are Downtown, Uptown, and Mid-City.

Printing and Mail Services

This program includes the costs of printing information pamphlets as well as the City's Proposed and Annual Budget documents and CDs, Manager's Reports and Administrative Regulations. This program also provides mail service support for the various programs in this Department.

Property Tax Administration

In Fiscal Year 1991, the State of California adopted legislation that provides for counties to charge cities their proportionate share of the cost of administering the property tax collection process. This program provides funding for this expense. The City receives interest earnings on property taxes from the County of San Diego for property tax administration, offsetting the actual cost to the General Fund.

Public Liability Claims Fund

The City is self-insured for any public liability claim arising from real or alleged tortious acts on the part of the City, including claims for bodily injury, property damage, inverse condemnation, false arrest, errors and omissions, and the annual premium for the City's excess liability coverage. Budgeted funding reflects the General Fund contribution to the Public Liability Claims Fund to pay claims awarded during the year.

Refuse Container Fund

Provides funding for periodic replacement of refuse containers for Environmental Services Department.

Reimbursement to Capital Outlay

Costs of the design phase of capital improvement projects may not be charged to a project until such time as the contract is awarded. For those capital improvement projects that are abandoned, the costs of the design phase may not be recovered from capital improvement funds according to the City Charter. Therefore, the City maintains a Capital Outlay Internal Service Fund through which departmental costs can be charged and recovered. This program provides the General Fund contribution to the Internal Service Fund.

Small Business Enhancement Program (SBEP)

In Fiscal Year 1996, the City Council lowered the Business Tax Certificate fee for businesses with 12 or fewer employees to \$34. The City Council also approved funding of \$20 per small business registered with the City for the Small Business Enhancement Program (SBEP). The initial five point approach to

Citywide Program Expenditures

Division/Major Program Description (continued)

Small Business Enhancement Program (SBEP) (continued)

strengthen and enhance delivery of services was formulated by a Committee appointed by the City Council in November 1995. In Fiscal Year 2000, City Council Policy 900-15 (Small Business Enhancement Program) was developed to better provide for accountability, efficiency, and flexibility in the administration of the program.

Under the policy the SBEP funds are allocated to the Office of Small Business for citywide activities and to the Business Improvement District (BID) Council (a collaboration of the City's 19 BIDs) for neighborhood business district development. Citywide activities include the Storefront Improvement Program, Business Outreach and Education, and Small Business Ombudsperson and Advocacy Services. Collectively, more than 35 different agencies receive funding through this program and services are provided for the benefit of the 60,000+ small businesses registered with the City.

Special Consulting Services

This program provides funding for special consulting services on various issues, such as services to people with disabilities, feasibility studies related to financing various projects and various expenses required to effectively manage the organization.

Special Pay

This program was established during Fiscal Year 1998 to provide funding for negotiated special pay adjustments for various position classifications.

Transportation Subsidy

This program provides funding to subsidize City employees' commuting costs for various modes of public transportation.

Travel Contingency

This program provides funding for travel expenses incurred as a result of representing the City of San Diego before other governmental agencies, particularly for grants, business development and promotion of the City.

Citywide Program Expenditures				
	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL	FY 2003-2004 CHANGE
Positions	15.00	14.00	13.00	(1.00)
Personnel Expense	\$ 1,979,442	\$ 1,845,817	\$ 1,436,638	\$ (409,179)
Non-Personnel Expense	\$ 36,607,412	\$ 40,556,531	\$ 40,351,422	\$ (205,109)
TOTAL	\$ 38,586,854	\$ 42,402,348	\$ 41,788,060	\$ (614,288)

Citywide Program Expenditures

Department Staffing

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Citywide Program Expenditures			
Acctg & Info Processing	1.00	1.00	1.00
Citizens' Review Board	2.00	2.00	2.00
Citywide Drug Testing	1.00	1.00	1.00
Council Budget Liaison	1.00	1.00	1.00
Docket Services	2.00	2.00	2.00
Emergency Medical Services	3.00	3.00	3.00
Human Relations Commission	3.00	3.00	3.00
Redistricting Commission	1.00	0.00	0.00
Special Consulting Services	1.00	1.00	0.00
Total	15.00	14.00	13.00

Department Expenditures

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Citywide Program Expenditures			
A D A Paratransit Serv Prog	\$ 150,918	\$ 150,918	\$ 150,918
Acctg & Info Processing	\$ 934,129	\$ 956,770	\$ 925,909
Animal Regulation Services	\$ 3,959,897	\$ 4,557,998	\$ 4,871,287
Annual Audit	\$ 80,440	\$ 100,600	\$ 100,600
Assessments to Public Property	\$ 219,595	\$ 260,000	\$ 260,000
Citizens' Review Board	\$ 241,958	\$ 227,482	\$ 212,469
City GIS / SanGIS	\$ 599,782	\$ 592,832	\$ 580,660
Citywide Drug Testing	\$ 124,404	\$ 164,704	\$ 167,193
Citywide Elections	\$ 766,048	\$ 413,376	\$ 371,636
Citywide Training	\$ 197,489	\$ 172,439	\$ 156,433
Council Budget Liaison	\$ -	\$ 103,524	\$ 108,718
Data Proc/Tele Legislative Srv	\$ 642,767	\$ 663,627	\$ 748,447
Data Processing/New Devel	\$ 5,932,195	\$ 7,398,645	\$ 7,158,463
Development Services	\$ -	\$ -	\$ 181,553
Diversity Commitment	\$ 514,156	\$ 513,753	\$ 355,204
Docket Services	\$ 112,345	\$ 127,699	\$ 142,122
E M S Transport Provider	\$ 650,000	\$ 1,575,000	\$ 1,983,000
Emergency Medical Services	\$ 440,506	\$ 574,630	\$ 589,505
Employee Personal Prop Claims	\$ 4,204	\$ 10,917	\$ 9,825
Energy Conservation Fund	\$ 168,726	\$ 119,526	\$ 119,526
Exceptional Performance Comp	\$ -	\$ 446,625	\$ -
Fellowship Program	\$ 56,725	\$ 84,021	\$ 75,621
Health	\$ 17,386	\$ 16,273	\$ 16,273
Human Relations Commission	\$ 332,566	\$ 329,029	\$ 341,888
Insurance	\$ 640,588	\$ 1,215,000	\$ 1,376,046
Management Compensation	\$ 301,219	\$ 297,250	\$ 356,700
Memberships	\$ 531,424	\$ 388,625	\$ 388,625
Municipal Activities	\$ 20,781	\$ 12,406	\$ 12,406
Nuisance Abatement Fund Trans	\$ -	\$ 49,284	\$ 49,284

Citywide Program Expenditures

Department Expenditures (continued)

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
GENERAL FUND			
Citywide Program Expenditures			
Optimization Program Transfer	\$ 244,994	\$ 244,994	\$ 229,955
Outside Office Spc/Mstr Lease	\$ 6,350,138	\$ 8,099,506	\$ 7,336,997
Parking Meter Districts	\$ 2,276,892	\$ 2,276,892	\$ 2,276,892
Printing and Mail Services	\$ 74,265	\$ 85,450	\$ 76,905
Property Tax Administration	\$ 1,588,234	\$ 1,827,643	\$ 1,827,643
Public Liab Claims Fund Trans	\$ 7,853,600	\$ 5,853,600	\$ 5,853,600
Refuse Container Fund	\$ 120,000	\$ 120,000	\$ 120,000
Reimbursement to Cap Outlay	\$ 21,050	\$ 111,489	\$ 111,489
Small Business Enhancement	\$ 1,340,290	\$ 1,182,803	\$ 1,185,301
Special Consulting Services	\$ 798,880	\$ 597,499	\$ 498,203
Special Pay	\$ -	\$ 187,547	\$ 168,792
Transportation Subsidy	\$ 278,077	\$ 278,077	\$ 278,077
Travel Contingency	\$ 185	\$ 13,895	\$ 13,895
Total	\$ 38,586,854	\$ 42,402,348	\$ 41,788,060

Significant Budget Adjustments

GENERAL FUND

Citywide Program Expenditures	Positions	Cost
Salary and Benefit Adjustments	0.00	\$ 106,311
Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.		
Support for Animal Regulation Services	0.00	\$ 313,289
Required increase to Animal Regulation Contract with the County of San Diego.		
Support for Information Technology	0.00	\$ 239,927
Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.		
Increase to Emergency Medical Services (EMS) Subsidy	0.00	\$ 208,000
Provide support for Paramedic/Firefighter positions.		
Support for EMS Program	0.00	\$ 200,000
Increase in EMS contract to offset reduction in Medicare per-patient reimbursement for ambulance transport.		
Transfer of General Fund portion of Development Services Department	0.00	\$ 181,553
Transfer of General Fund portion of Development Services Department into Citywide Program Expenditures.		

Citywide Program Expenditures

Significant Budget Adjustments (continued)

GENERAL FUND

Citywide Program Expenditures	Positions	Cost
UCSD Medical Contract Increase Increase based on Consumer Price Index.	0.00 \$	6,309
Reduction in Diversity Commitment Program and Special Consulting Services Reduces General Fund contribution to Diversity Commitment Program and 1.00 Management Assistant to provide support for the Senior Deputy City Manager.	(1.00) \$	(186,500)
Reduction in Citywide Programs Reduces funding for Citywide Elections, Financing Services consultants, New Information Technology Development, Citizen's Review Board on Police Practices, Human Relations Commission, and other activities. Reductions should not impact services to the public.	0.00 \$	(355,253)
Reduction of General Fund Exceptional Performance Compensation Reduction of Exceptional Performance Compensation to provide General Fund savings.	0.00 \$	(406,278)
Non-Discretionary Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(441,185)
Reductions to Geographic Information Systems (GIS) and New Development Reduction in GIS and New Development activities to provide savings to the General Fund.	0.00 \$	(480,461)

Expenditures by Category

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 FINAL
PERSONNEL			
Salaries & Wages	\$ 1,299,596	\$ 1,288,315	\$ 803,022
Fringe Benefits	\$ 679,846	\$ 557,502	\$ 633,616
SUBTOTAL PERSONNEL	\$ 1,979,442	\$ 1,845,817	\$ 1,436,638
NON-PERSONNEL			
Supplies & Services	\$ 33,301,969	\$ 35,002,095	\$ 34,885,502
Information Technology	\$ 2,886,605	\$ 5,238,748	\$ 5,141,144
Energy/Utilities	\$ 333,223	\$ 178,638	\$ 190,016
Equipment Outlay	\$ 85,616	\$ 137,050	\$ 134,760
SUBTOTAL NON-PERSONNEL	\$ 36,607,412	\$ 40,556,531	\$ 40,351,422
TOTAL	\$ 38,586,854	\$ 42,402,348	\$ 41,788,060

Citywide Program Expenditures

Revenues by Category

GENERAL FUND		FY 2002 ACTUAL		FY 2003 BUDGET		FY 2004 FINAL
Property Tax	\$	-	\$	-	\$	-
Other Local Taxes	\$	-	\$	-	\$	-
Licenses and Permits	\$	-	\$	-	\$	-
Fines, Forfeitures, and Penalties	\$	-	\$	-	\$	-
Revenue from Money & Property	\$	-	\$	700,000	\$	-
Revenue from Other Agencies	\$	62,000	\$	-	\$	-
Charges for Current Services	\$	818,524	\$	898,607	\$	903,643
Other Revenues	\$	-	\$	-	\$	-
Transfers from Other Funds	\$	-	\$	-	\$	-
TOTAL	\$	880,524	\$	1,598,607	\$	903,643

Salary Schedule

GENERAL FUND

Citywide Program Expenditures

<i>Class</i>	<i>Position Title</i>	<i>FY 2003 Positions</i>	<i>FY 2004 Positions</i>	<i>Salary</i>	<i>Total</i>
1107	Administrative Aide II	1.00	1.00	\$ 44,196	\$ 44,196
1218	Assoc Management Analyst	1.00	1.00	\$ 55,514	\$ 55,514
1349	Info Systems Analyst III	1.00	1.00	\$ 62,954	\$ 62,954
1662	Personnel Assistant II	1.00	1.00	\$ 41,839	\$ 41,839
1726	Principal Clerk	1.00	1.00	\$ 45,584	\$ 45,584
1776	Public Information Clerk	1.00	1.00	\$ 33,062	\$ 33,062
1876	Executive Secretary	2.00	2.00	\$ 46,240	\$ 92,480
2164	Management Asst to City Mgr	1.00	0.00	\$ -	\$ -
2212	Council Representative II	1.00	1.00	\$ 82,892	\$ 82,892
2266	Asst to Exec Dir Human Rel	1.00	1.00	\$ 67,673	\$ 67,673
2268	Executive Director	2.00	2.00	\$ 89,567	\$ 179,134
2270	Program Manager	1.00	1.00	\$ 73,518	\$ 73,518
	Bilingual - Regular	0.00	0.00	\$ -	\$ 1,470
	Ex Perf Pay-Unclassified	0.00	0.00	\$ -	\$ 1,599
	Overtime Budgeted	0.00	0.00	\$ -	\$ 19,150
	Temporary Help	0.00	0.00	\$ -	\$ 1,957
	Total	14.00	13.00	\$	803,022
CITYWIDE PROGRAM EXPENDITURES TOTAL		14.00	13.00	\$	803,022

Citywide Program Expenditures

Five-Year Expenditure Forecast

	FY 2004 FINAL	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST	FY 2009 FORECAST
Positions	13.00	13.00	13.00	13.00	13.00	13.00
Personnel Expense	\$ 1,436,638	\$ 1,479,737	\$ 1,524,129	\$ 1,569,853	\$ 1,616,949	\$ 1,665,457
Non-Personnel Expense	\$ 40,351,422	\$ 41,561,965	\$ 42,808,824	\$ 44,093,089	\$ 45,415,882	\$ 46,778,358
TOTAL EXPENDITURES	\$ 41,788,060	\$ 43,041,702	\$ 44,332,953	\$ 45,662,942	\$ 47,032,831	\$ 48,443,815

Citywide Program Expenditures

Fiscal Years 2005 - 2009

No major projected requirements.